



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

**1. One (1) Administrative Aide VI - SG 6
(Under Job Order Status; To be assigned at the Property and Supply,
BatStateU - Central)**

Education: BSBA preferably major in Production and Operations Managements or Business related course.

Experience: One year experience on related field. (Preferably Male)

Expertise: Facilitates and coordinates internal and external concerns on the delivered products to the different offices from various external providers to ensure that the right product specification is received. Tag and check physically property, plant and equipment (PPE) of the University. Responsible in the releasing of requested supplies. Checking of PAR for clearance purposes.

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Prepare and print the Report on the Physical Count of Property, Plant and Equipment.
- Encode/Post Monthly Report of Supplies and Materials issued to different departments / offices.
- Prepare Monthly Report of Supplies and Materials Issued based on the approved Requisition and Issuance Slip of different offices/units.
- Prepare Monthly Report of Supplies and Materials Issued based on the purchase from different university funds.
- Issues Supplies and Materials Requested by different offices/units based on the approved Requisition and Issue Slip.
- Assist in the Purchase of office supplies and cleaning materials at DBM Procurement Service Office.
- Assist in the sorting/filling the supplies and materials purchased from the DBM Procurement Service Office.
- Assist in sorting/filling the supplies and materials purchased from DBM Procurement Services Office and Other External Providers in the locality.
- Assist in the physical inventory of supplies and materials in the stockroom.
- Assist in the preparation of the Inventory and Inspection Report of Unserviceable Property.
- Other duties and responsibilities that may be assigned by immediate supervisor.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.main@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Aide VI at Property and Supply**. Submission of application is only from **February 04, 2021 to February 13, 2021**.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.